

Job Description for Organist & Choir Director, October 2025

St. Andrew's Episcopal Church

Overview

Saint Andrew's Episcopal Church seeks a dynamic, collaborative, and thoughtful individual to lead our vital music program.

St. Andrew's is a joyful community of God's faithful people transforming lives by growing in Christ's love and shining His light into the world through prayer, worship, and service to all. Our vision is to be a beacon in the community, calling our members and our neighbors to:

Worship: Giving thanks for Christ's Love

Education: Learning about Christ's Love

Leadership: Demonstrating Christ's Love

Community: Coming together in Christ's Love

Outreach: Serving others through Christ's Love

Music: Glorifying Christ's Love

Evangelism: Spreading Christ's Love

Stewardship: Responding to Christ's Love

Objective

The Director of Music and Choir Director provides leadership of the music program of St. Andrew's Church that will advance the mission and vision of our parish by engaging and inspiring the congregation in liturgical music that is engaging, worshipful, and thoughtful.

Nature and Scope

The Organist & Choir Director functions under the direct supervision of the Rector. S/he exercises the Rector's canonical authority in the area of music, which is delegated by the Rector, and subject to the Rector's review.

The Organist & Choir Director has the musical instruments and music library of the parish at his/her disposal. S/he works directly with volunteer choir personnel.

The chief challenges of the position fall into three areas:

Personal Relations, through which choir members are recruited and retained, and the people of the parish are enabled to work with the Organist & Choir Director.

Liturgical Sensitivity, through which music is planned for the changing seasons of the Church Year and adapted to the formularies of the Church's worship.

Musical Technique, through which the congregation is encouraged to fuller participation in worship and the choirs find satisfaction, growth, and self-expression.

In addition to the use of parish facilities in the performance of stated accountabilities and objectives, the Organist & Choir Director has those facilities at their disposal for personal use and for the use of any private students.

Ministry and Accountability. The Director of Music and Choir Director serves to advance the mission and vision of St. Andrew's Church. The Director of Music and Choir Director has the following responsibilities:

1. Select appropriate music and hymns for congregational singing for Sundays and other holy days throughout the year (listed below).
2. Provide organ music and/or other musical accompaniment as appropriate and direct the choir at the major regularly scheduled Sunday services (10:00am).
3. Provide appropriate music for additional services during the year, including the following services: Lessons and Carols, Christmas Eve (3 services), Christmas Day, Epiphany, Ash Wednesday, Palm Sunday (as many as two services), Maundy Thursday, Good Friday, The Great Vigil of Easter, Easter Sunday (up to three services), Ascension Day, St. Andrew's Day, and other services as agreed upon with the Rector.
4. Be responsible for the recruiting, leadership, and training of the choir.
5. Collaborate with the Children's and Youth Ministries on miscellaneous music activities.
6. Rehearse once weekly with the choir as well as a run-through with the choir before the 10am service.
7. Be responsible for the administration and expenditure of the music budget. The Director of Music should be prepared to at any time to provide an accounting of the music budget funds and their expenditure to the Rector, the Accounting Warden, and other financial officers of the Parish authorized or designated by the Rector to receive such information.
8. Be responsible for the purchase of the necessary music and supplies, and for the engagement of instrumental and vocal soloists, in accord with the budget.

9. Maintain the music library in an orderly fashion and maintain, at the parish's expense, a suitable number of copies of musical pieces to enable performance of those pieces by the choirs and ensembles. The Director of Musics shall not engage in the unauthorized duplication of copyrighted materials by photocopying or any other means that would expose the parish to liability for penalties under existing or future copyright laws. In the event that photocopying of music becomes necessary for appropriate purposes, the Director of Music shall first obtain all necessary licenses required to such reproduction of copyrighted materials.

10. Be responsible for the employment (when necessary), at Parish expense and within the limitations of the Parish budget, of such other musicians as may be required to meet the musical needs of the Parish, including but not limited to substitute organists, and/or conductors, instrumentalists, or singers.

11. On those occasions where the Director of Music is absent from parochial duties and such absence is not occasioned by vacation or sick leave, it shall be the Director of Music's responsibility to obtain appropriate substitutes to perform the duties and obligations of this Agreement until Director of Music's return. The Director of Music shall inform the Rector at least two weeks in advance of such proposed absences and shall diligently endeavor to see that persons performing substitute duties on Director of Music's behalf are competent, informed as to the liturgical needs and customs of the parish, and rehearsed in those duties. (Every effort should be made by the Director of Music not to take off days that are considered Principal feasts of the church according to the 1979 Book of Common Prayer). Director of Musics shall compensate substitutes for Director of Music obtained under the provisions of this paragraph in an amount suitable to obtain the requisite level of competence for the particular duty or service delegated by the Director of Music.

12. Have the right of first refusal to provide music at all weddings requiring organ music and held within St. Andrew's Church. The services of other organists may be used only with the permission of St. Andrew's Director of Music. In such cases, the Director of Musics shall receive the normal wedding fee. For a rehearsal, a short program preceding the wedding ceremony, and performing at the wedding service, that fee shall be \$250.00. Additional compensation shall be provided for special music, attendance at multiple rehearsals, etc. The Director of Music shall be responsible for communicating to persons planning weddings in the Parish in advance of any wedding what additional fees will be charged to them in connection with their

plans and request for music so that plans may be made in full knowledge of those charges.

13. Provide music for funeral services at the church, if available at the time of the funeral. The fee for such service shall be \$200.

14. Report to the appropriate committee or person the condition and needs for the maintenance of the organ, piano, and other musical instruments. Guest organists or recitalists shall not be permitted to use the church's musical instruments without prior approval by the Director of Music.

15. Attend staff meetings.

16. As possible and as needed, be present in the buildings and facilities of the Parish to facilitate communications with staff and achieve integration and collegiality with other ministers/ministries of the Parish.

17. Other duties as assigned from time to time by the Rector.